

## ELECTING CHAPTER OFFICERS

**Importance:** One of the fundamentals of chapter operations is establishing a process to select student officers who will provide leadership for the chapter. This is an excellent way for students to gain practical experience and learn about leadership and teamwork firsthand. Officers set the tone for chapter activities and have the potential to strengthen your technical program. They are able to handle routine business, organize and conduct meetings, form committees and carry out chapter activities.

### STEPS TO SUCCESS

1. Use an election checklist:
  - Determine which offices your chapter will have (such as president, vice president, secretary, reporter)
  - Explain the duties of each office (on the SkillsUSA website at: [www.skillsusa.org/downloads/pdf/chapter/officerduties.pdf](http://www.skillsusa.org/downloads/pdf/chapter/officerduties.pdf))
  - Hand out a member interest survey ([www.skillsusa.org/downloads/pdf/chapter/memintsurvey.pdf](http://www.skillsusa.org/downloads/pdf/chapter/memintsurvey.pdf))
  - Determine who will run of office
  - Supervise candidate nominations
  - Follow all school policies
  - Monitor the election process
  - Plan an officer installation, using the ceremony in the *SkillsUSA Leadership Handbook* or *Advisor Success Kit (ASK)*
  - Provide a provision for those who are not elected
  - Plan to promote officer elections in the community and within the school
  - Hold a meeting for new officers
  - Train the new officers
  - Have the officers name committees
  - Have the officers lead meetings
2. Information, Support and Development Ideas
  - Host a Chapter Officer Information Meeting  
Create a venue for those interested to: learn about the election process, the various offices and responsibilities for those offices; receive application forms; and become aware of important dates and deadlines
  - Conduct a Member Interest Survey
    - Visit: [www.skillsusa.org/downloads/pdf/chapter/memintsurvey.pdf](http://www.skillsusa.org/downloads/pdf/chapter/memintsurvey.pdf)
    - Have one file for each member
    - Complete the survey annually
    - Use to assist in determining member interests
  - Personal Leadership Log
    - Visit: [www.skillsusa.org/downloads/pdf/chapter/leadershiplog.pdf](http://www.skillsusa.org/downloads/pdf/chapter/leadershiplog.pdf)
    - Use the leadership log to assist members in documenting leadership experiences
    - Complete the log following every SkillsUSA leadership experience

### VALUE TO PROGRAM

Establishing a fair, firm and easily understood chapter officer election process ensures that students select a capable and responsible officer team. From start to finish, the process must be clear to all candidates. Those involved need to have specific guidelines and understand the demands of each office. Those interviewing and selecting officers must also follow specific procedures. This includes consideration of the personal integrity and welfare of each candidate, elected or not. It also means that the announcement of officers must be professional.

### WHY IT WORKS

As with any process, setting expectations and being organized are essential to make officer elections run smoothly. At the end of the day, your chapter needs to have the most qualified individuals in each officer role. The better this process runs for your chapter, the more effective and productive the officer team will be.